

Previous references
7020 922620-82 5-4-19
pts 9-18-129 1919.
(pts
Later references.

File No. 8-19
Serial Nos. 49

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. One

Part B for May 1920

GENERAL AND REVENUE SECRETARIAT.

(*pts*)

NOTES.

File No. *8-19*

FILE HEADING.

From

No.

Dated

Received

MEMORANDUM.

Dated 22nd April 1920.

Department.

Branch.

18274
DIARY NO.....

SECT
FILE
SERIAL

It is absolutely necessary to issue a general circular order to a Heads of Departments and Officers to economise in the use of paper.

To

The Chief Secretary.

with compliments.

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24

and a draft order is put up
in accordance therewith and
with due regard to the order
issued from time to time.

chief clerk)

MC
1578710

A draft is put up
for approval

General and Revenue
Secretariat.

P.H. File No. 8

of 191 7.

Serial
No.

49

To The Supdt. Govt. Stationery,
" Dy. Com^r of D.O.
Head of Dept^{ts} -

No G. 26566-625 8/27.6.1906
Issues in instructions re economy
the use of papers and other articles
Stationery.

Proceedings of the Govt. of H.H.
the Maharaja of Mysore.

Order No. G. 26566-625

Pts. 8-9-49
Dated Bangalore, 27 May 1920.

The need for economy in the use of paper and other articles of stationery has been pointed out and detailed instructions given in regard to their economical use in the marginally noted Government Orders:

G.O. No.	G.1803-52/G.M. 80-14-13, dated 19-8-1914.	As there ~~are~~ ^{is} still reasons to believe that much avoidable wastage
" "	G.13957-14008/G.P. 24-12-9, dated 11-6-1915	
" "	G.10941-90/G.M.350-15-2, dated 3-2-1916	
" "	G.13209-269/G.M. 357-15-3, dated 22-3-1916	
" "	G.438-82/G.M. 146-17-1, dated 14-7-1917	
" "	G.10309/G.M. 146-17-5, dated 27-1-1919	
" "	G.22623-82/P&S 9-18-129, dated 5-4-19.	

of paper and stationery is occurring in the several offices and as the prices of paper and other articles of stationery are going up day by day, the necessity for increased economy in their use is ^{imperative} ~~being~~ ~~felt~~ with a view to keep ~~down~~ expenditure within bounds. Government are therefore constrained to invite the attention of all Heads of Departments and Deputy Commissioners of Districts to the above mentioned orders with a request that the directions therein contained should be rigidly adhered ~~in~~ to in future, and that every precaution taken to guard ~~against~~ ^{against} all avoidable wastage in their offices.

With a view to further economise the use of paper, Government direct that ^{with the help of the paper} ~~that~~ ⁽²⁾ the special cheap note papers and covers and combinations of both should be more largely used; ^A ~~(2)~~ one-fourth sheet of paper should be used for long dockets

which should be written on both sides, (64)
printed forms and registers should be more
sparingly used and indents for large quanti-
ties of these should be avoided and
the indent for forms and registers for 1920-
21 should be curtailed by 25% in the Press
while making supplies.

*Monthly inspection of the stock of stationery in all
offices should be carried out by a gazetted officer
of the Dept. or District.* *Chief Secy. to Govt.*

To *14/5/20.*
All Heads of Departments.

The Deputy Commissioners of Districts.

No. G. 26566-625—P. & S. 8-19-49, DATED, 27TH MAY 1920.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. G. 26566-625—P & S. 8-19-49, dated 27th May 1920.

The need for economy in the use of paper and other articles of stationery has been pointed out and detailed instructions given in regard to their economical use in the marginally noted Government Orders. As there is

G. O. No. G. 1803-52—G. M. 80-14-13, dated 19th August 1914.	
Do G. 13957-14008—G. P. 24-12-9, dated 11th June 1915.	
Do G. 10941-90—G. M. 350-15-2, dated 3rd February 1916.	
Do G. 13209-269—G. M. 357-15-3, dated 22nd March 1916.	
Do G. 438-82—G. M. 146-17-1, dated 14th July 1917.	
Do G. 10309—G. M. 146-17-5, dated 27th January 1919.	
Do G. 22623-82—P. & S. 9-18-129, dated 5th April 1919.	

still reason to believe that much avoidable wastage of paper and stationery is occurring in the several offices, and as the prices of paper and other articles of stationery are going up day by day, the necessity for increased economy in their use is imperative with a view to keep expenditure within bounds. Government are therefore constrained to invite the attention of all Heads of Departments and Deputy Commissioners of Districts to the abovementioned orders with a request that the directions therein contained should be rigidly adhered to in future, and that every precaution taken to guard against all avoidable wastage in their offices.

With a view to further economise the use of paper, Government direct that (1) both sides of the paper should be used, (2) the special cheap note papers and covers and combinations of both should be more largely used; (3) one-fourth sheet of paper should be used for long dockets which should be written on both sides, (4) printed forms and registers should be more sparingly used and indents for large quantities of these should be avoided and (5) Obsolete Forms should be used for covers, (6) the indent for forms and registers for 1920-21 should be curtailed by 25 per cent in the Press while making supplies.

3. Monthly inspection of the stock of stationery in all offices should be arranged to be carried out by a gazetted officer of the Department or District.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Superintendent, Government Stationery.
All Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. R.

**Government of His Highness the Maharajaⁿ
of Mysore.**

GENERAL AND REVENUE DEPARTMENTS

